



State of Utah

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Department of Human Services

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Division of Juvenile Justice Services

DAN MALDONADO
Director

TO: All JJS Employees
FROM: Dan Maldonado
DATE: February 7, 2006
SUBJECT: Training Issues/Clarification

This memo reiterates existing policy, and addresses information that is important for you to understand as a JJS employee attending any training event. Please review the information carefully. It will be the responsibility of supervisors to assure that the form is signed and placed in the employee's personnel file.

- I. PD's are to outline training expectations with all APD's and Supervisors. Supervisors are then responsible to review these professional expectations with their employees **prior** to them attending any training events. Both employee and supervisor will sign to acknowledge they have reviewed and understand the expectations and this form is placed in the employee's personnel file.
- II. Professional expectations at training events are:
 - A. **Dress code requirements** — see policy if you have questions. Anyone showing up in shorts, hats, flip-flops, etc. will be turned away. If turned away, the employee may enter training if they return in proper attire within 15 minutes of the scheduled starting time of the training. The only exception is that employees may wear sweats or workout attire to PSC training — but still no shorts.
 - B. **Professional conduct** at training includes:
 - No knitting, chewing tobacco, reading of books, newspapers, magazines, etc. during training
 - Professional conduct with presenters
 - Professional conduct with training staff
 - Professional conduct with other training participants
 - No cell phone usage (voice or text, incoming or outgoing), personal PDA, or personal computer usage during training
 - C. **Punctuality**—JJS employees are professionals and are expected to be in attendance at trainings at the scheduled starting time and to remain until the training has concluded.

- To allow for unforeseen circumstances, employees will be admitted up to 15 minutes after the scheduled starting time, but nobody will be admitted later than 15 minutes, even if the presenter/trainer has not started the presentation.

- If an employee is late for the Basic Orientation Academy, the employee will be dismissed and on his/her own time until the next scheduled academy day. The employee will have to make-up that missed day at the next scheduled Basic Orientation Academy.

- If employees are in route to training and realize that they are going to be late, regardless of the reason (traffic delays, vehicle break down, etc.), they are to:

1. **Call supervisor ASAP and notify him/her.** If supervisor is unavailable, the employee calls APD or PD. That supervisory person will immediately call the training unit and notify them that employee will not be attending. If it is a mandatory training the supervisor will schedule the employee at the next available training. If the employee is not able to complete all mandatory trainings or required training hours in a fiscal year they cannot receive an "exceptional" evaluation for that year.
2. **Return to their home base.** If schedules have been modified to bring in other staff to cover shift, the employee is on annual leave for the remainder of the day. If the employee is new or doesn't have annual leave, the time is leave without pay.

- If an employee finds out in advance that they will not be able to attend any or part of a training event due to illness, scheduling problems, court or YPA hearing, etc. they are to notify their supervisor or APD as soon as possible. The APD or supervisor is to immediately notify the training unit via e-mail that either the employee will not be attending and the slot is open for someone else to attend, or submit the name of a replacement employee. Employees are still not excused from meeting training requirements to obtain an "exceptional" evaluation for the year.

- If an employee needs to leave training early due to family emergency or illness, he/she needs to advise training staff and immediate supervisor as soon as possible. For all other circumstances, the employee needs to get approval from his/her PD or designee prior to leaving the training. The PD will advise the training unit and supervisor/APD of decision. Employee will be on own time for such an event and will be required to re-attend missed mandatory training.

III. When an incident occurs:

A. Punctuality, missed training, and dress code violations:

1. After denying admittance or learning of employee's early departure from training, training staff e-mails PD (cc'ing JJS Deputy Director) notifying them of employee not being admitted to training due to tardiness, dress code violation, or for failing to show-up to scheduled training.
2. PD updates a log that will be used to monitor for repeat offenders/programs.
3. PD contacts APD and supervisor, explains situation and asks them to investigate and make recommendation as to whether discipline is warranted or not; if not, why.
4. PD may ask for supporting documentation such as court calendar, doctor's note, incident report, staff schedule, traffic report, towing bill, vehicle repair bill, etc. as support for recommendation especially where other employees from the same geographic area may have been punctual.
5. PD will then accept or override APD/supervisor recommendation to be consistent with all programs within function. Levels of discipline will be:
 - 1st time—memorandum of understanding from supervisor
 - 2nd time—written warning in personnel file
 - 3rd time—suspension
6. In the event supervisor is found to have neglected responsibility, the same levels will apply.
7. PD will e-mail training director (cc'ing JJS Deputy Director) to advise that either the incident was excused or that discipline occurred. Deputy Director will monitor for consistency within the division.

B. Professional conduct violations:

1. The training staff will inform employee that his/her behavior is unacceptable and ask them to change and be more professional.
2. If behavior continues, the training staff will place a phone call to employee's immediate supervisor (or APD or PD or Deputy Director or Division Director if none of the others are available). The employee will then be directed by that person to leave the training. Refusal to do so immediately may result in termination.
3. Steps 1-7 above will then be followed, except the levels of discipline will be either "written warning" in personnel file or "suspension" based on the seriousness of the employee's misconduct.

I have read the above standards for professional conduct at training events and have reviewed them with my supervisor. I understand the professional expectations of JJS employees at these events and the consequences for violating these standards. I agree to abide by these standards.

Employee Signature

Date

Supervisor Signature

Date